



ARTS PROJECT GRANT PROGRAM APPLICATION

PRIOR TO APPLYING

Read the Arts Project Grant Application Guidelines available [here](#) and the Public Art Master Plan available [here](#).

Download to and open this application from your computer before beginning the editing process and prior to submitting.

GLOSSARY OF TERMS USED IN THIS APPLICATION

Each project will define at least three project outcomes, **one of which must refer to community impact/audience engagement**. For the purposes of this application, **project outcomes** are defined as those changes a project will stimulate or enable and the likely impact on participants, audience and/or the community. Outcomes are distinct from the project activities. Examples of project outcomes: "Choral members will master the unique vocal requirements of performing shaped-note music" or "Members of the ----- neighborhood will experience pride of place through the creation of a mosaic mural."

In-Kind: In-kind is defined as non-cash contributions of time, equipment, space, and other items committed to the project. Examples of in-kind include:

- **Goods**, like art supplies
- **Services**, like meeting space, photocopy and mail services, and administrative/financial support
- **Expertise**, like legal, tax, or business advice; marketing and web site development; and strategic planning

For the purposes of this grant application, an estimation of in-kind support for a project should be entered in the chart found in Section IV. and entered into both the income **and** expense budgets at line 10.

I. APPLICANT INFORMATION

1. Applicant: _____

Address: _____ Zip: _____ Phone number(s): _____

Email: _____ Website: _____

Fiscal Year: _____ to _____

Applicant's previous fiscal year Income: _____ Expenses: _____

of paid staff: Full time _____ Part-time or contract _____ # of volunteer staff: Full time _____ Part-time _____

Annual attendance in previous fiscal year: _____

Number of artists participating or impacted in previous fiscal year: _____

2. Please indicate the primary discipline of the APPLICANT (select only one):

Visual Arts/Craft

Literary Arts

Theatre

Multi-Disciplinary

Music

Media Arts

Dance

Other _____

II. PROJECT DESCRIPTION

1. Provide a brief descriptive title for the project: _____
Project director or contact person for this project: _____
Project/activity dates: Beginning date _____ Ending date _____
2. Total project cost: \$ _____
3. Amount requested (Reminder: Arts Project Grants will **not** cover 100% of project costs): \$ _____
4. Admission charge for the project (if any): _____
5. Please indicate the primary discipline of the PROJECT (select only one):

Visual Arts/Craft	Literary Arts	Theatre	Multi-Disciplinary
Music	Media Arts	Dance	Other _____
6. Is the project location(s) accessible to persons with disabilities as defined in the Americans with Disabilities Act?
Yes No
7. Total number of artists involved in the project (include all artists whether compensated or not): _____
8. Total projected attendance for the project: _____
9. Total number of volunteers (not including artists or staff) to be involved in the project: _____

III. PROJECT OVERVIEW

1. Provide a narrative that summarizes the project. *(Please keep response within the defined area below.)*

2. List three project outcomes. (See Glossary at top of application form for definition of project outcomes.) *(Please keep response within the defined area below.)*

3. Provide detail on which project activities will be supported with Arts Project Grant funds. *(Please keep response within the defined area below.)*

ARTISTIC QUALITY

1. How will the proposed project demonstrate artistic quality? Please address the criteria listed in the guidelines. *(Please keep response within the defined area below.)*

2. List the primary artists, persons and/or groups involved in the implementation of the project and explain their roles. *(Please keep response within the defined area below.)*

3. Applicants may e-mail one PDF of no more than three pages of artistic documentation to michaelm@bloomington.in.gov. This can be reviews, programs, images, etc. to provide evidence of artistic quality (optional).

COMMUNITY IMPACT

1. Who is this project's identified audience(s) (for example: folk music fans, residents of the Near West Side neighborhood, etc.) and how will the project serve them? *(Please keep response within the defined area below.)*

2. How will this project broaden the applicant's current audience/supporter/participant base? *(Please keep response within the defined area below.)*

ORGANIZATIONAL CAPACITY

1. Provide a brief timeline for project activities. *(Please keep response within the defined area below.)*

2. Outline marketing plans for the project. *(Please keep response within the defined area below.)*

3. What specific measurements will be used to assess the three project outcomes? *(Please keep response within the defined area below.)*

4. If this project has been done before, what changes have been made? *(Please keep response within the defined area below.)*

IV. FINANCIAL INFORMATION

1. CITY OF BLOOMINGTON SUPPORT. List cash or in-kind funding received by the applicant from the City of Bloomington during the past three years.

YEAR	GRANTING PROGRAM	CASH/IN-KIND	PURPOSE/PROJECT	AMOUNT
				\$
				\$
				\$

2. IN-KIND CONTRIBUTIONS/EXPENSES. Specify in-kind contributions/expenses as requested in the form below.

Be sure to include rate information showing how you calculated dollar value for in-kind contributions. If you show a dollar value of \$100 for volunteer services, please, specify how many volunteers are anticipated for how many hours at what rate per hour. If you need additional space, add an additional page to this document with details as specified in the form below.

SERVICES RENDERED	MATERIALS DONATED	DONOR	RATE	DOLLAR VALUE
				\$
				\$
				\$
				\$
				\$
				\$
			TOTAL	\$

3. ACTIVITY BUDGET

The Arts Project Grant program has a matching fund requirement. Funding requests should include at least a 1:1 match. For example: a \$2,000 project has a \$1,000 grant request and at least \$1,000 match from the applicant, and in-kind support for the applicant's match portion is capped at a maximum of 50% of the match amount.

INCOME SUMMARY - Provide a budget income summary for your proposed activity. Categorize income into CONFIRMED (funding in hand) and PENDING (applied for, to be fundraised, etc.)		
REVENUE	CONFIRMED	PENDING
1. Admissions	\$	
2. Contracted Services	\$	
3. Other Revenue	\$	
DONATIONS & GRANTS		
4. Corporate support	\$	
5. Foundation support	\$	
6. Other private support	\$	
7. Government support	\$	
OTHER INCOME		
8. Applicant cash	\$	
INCOME TOTALS		
9. Total cash income (add lines 1-8)	\$	
10. Total in-kind contributions/expenses Should match Expense Line 10.	\$	
11. Arts Project Grant Fund Request	\$	
TOTAL PROJECT INCOME (add lines 9-11)	\$	
EXPENSE SUMMARY - Provide a budget expense summary for the proposed activity.		
EXPENSE CATEGORY		
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9. Total cash expenses (add lines 1-8)	\$	
10. Total in-kind contributions/expenses Should match Income Line 10.	\$	
TOTAL PROJECT EXPENDITURES (add lines 9 & 10)	\$	

4. BUDGET EXPLANATION

If the TOTAL PROJECT INCOME and the TOTAL PROJECT EXPENDITURES in the Activity Budget are not identical numbers, please explain. *(Please keep response within the defined area below.)*

V. ASSURANCES

The Applicant assures The City of Bloomington Arts Commission that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the Applicant.
2. The filing of this application has been duly authorized as appropriate by the governing body of the Applicant organization.
3. The Applicant will expend funds received as a result of this application solely for the described project or program.
4. Submission of this application signifies intention of compliance with Title VI of the Civil Rights Act of 1964, Labor Standards under Section 5(1) of the National Foundation of the Arts and Humanities Act of 1965, the Rehabilitation Act of 1973, Title III of the Age Discrimination Act of 1975, Title IX of the Education Amendments, the Americans with Disabilities Act and the Civil Rights Act of 1991, and all other applicable federal, state and local laws.

Applicant's Primary Contact

Date

Typed signature

Submission of a grant application means acceptance of responsibility for having read and understood the information in these guidelines, and compliance with all rules, regulations, laws, terms and conditions described in this document.

TO SUBMIT THIS APPLICATION

- Save the grant application PDF to your desktop.
- Click the SUBMIT button on the lower left-hand corner of this page.

You should receive an electronic confirmation of your application submission.
Problems? Contact Miah Michaelson 812.349.3534 or michaelm@bloomington.in.gov.

DEADLINE FOR SUBMISSIONS IS 5:00 P.M. APRIL 1.